

PLEASE POST

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**THIRD JUDICIAL CIRCUIT OF MICHIGAN
OFFICE OF HUMAN RESOURCES
OPEN COMPETITIVE EXAMINATION ANNOUNCEMENT**

POSITION POSTED: Clerk III – Physical Exertion
LOCATION: Third Judicial Circuit of Michigan
SALARY RANGE: \$25,934.00 – \$34,306.00
DATE POSTED: March 30, 2016 – April 29, 2016

ELIGIBILITY: This examination is open to anyone who meets the minimum qualifications listed below.

MINIMUM QUALIFICATIONS:

- High School graduation or its equivalent
- Two years of successful clerical experience
- Experience in using MS Office Suite
- Ability to lift 25 pounds (**Classification code 200-003A**)

DESCRIPTION OF WORK:

Under direct supervision, perform a variety of functions that support all operations. This position requires application of various work methods and procedures as well as familiarity with Court functions, policies and practices. Performs moderately complex clerical support duties.

Responsibilities may include, but are not limited to:

- Screens phone calls and visitors, forwards calls or takes messages, greets visitors and provides information to employees and the public.
- Receives and processes files, records, reports and other legal documents following established procedures.
- Conducts searches and retrieves files, records, reports and other legal documents from the filing system. Prepares documents and files for storage.
- Performs basic word processing functions, including proofreading and checking work for accuracy.

FOR ADDITIONAL QUALIFICATIONS AND ESSENTIAL FUNCTIONS, PLEASE REFER TO THE ATTACHED JOB DESCRIPTION.

SELECTION:

Applications will be screened for compliance with eligibility requirements and minimum qualifications. Selection will be based on appropriate job-related criteria. Applicants who achieve a passing score on each portion of the examination process shall be placed on the eligibility list in order of their final ratings.

INFORMATION PROVIDED ON APPLICATION FORMS AND SUBSEQUENT VERIFICATION THEREOF WILL BE USED TO DETERMINE APPLICANT'S QUALIFICATIONS FOR THIS POSITION. **INCOMPLETE AND/OR ILLEGIBLE APPLICATIONS WILL NOT BE CONSIDERED. FAXED OR EMAILED APPLICATIONS ARE NOT ACCEPTABLE. THE COURT MAY LIMIT FURTHER CONSIDERATION TO THE APPLICANTS WHOM APPEAR TO BE MOST QUALIFIED.**

EXAMINATION COMPONENTS AND WEIGHTS (Total 100% MAX – 70% MIN)

Evaluation of Training, Experience & Personal Qualification	(P/F) Pass/Fail
Written Examination	50% max
Interview	50% max

APPLICANTS MUST ATTAIN A MINIMUM SCORE ON EACH PORTION OF THE EXAMINATION BEFORE BEING INVITED TO PARTICIPATE IN AND/OR BE RATED ON SUBSEQUENT PARTS OF THE EXAMINATION.

APPLICATION PROCEDURE AND DEADLINE:

Official application forms must be received **no later than 4:30 p.m. on the last day of this announcement. APPLICATIONS FOR THIS POSITION WILL ONLY BE ACCEPTED IN ELECTRONIC FORM SUBMITTED FROM THE FOLLOWING WEBSITE www.3rdcc.org. A VALID EMAIL ADDRESS IS REQUIRED TO APPLY. APPLICANT WILL RECEIVE A CONFIRMATION AFTER SUCCESSFUL SUBMISSION OF THE ELECTRONIC APPLICATION. FAXED OR EMAILED APPLICATIONS WILL NOT BE ACCEPTED.** An official copy of all transcripts/diplomas must be available at time of interview. Resumes may be included with the application form, but may not be substituted for it. Applicants with disabilities may be entitled, under applicable State and Federal law, to reasonable accommodations to facilitate participation in the examination process. If you will require special accommodations because of a disability, please call (313) 224-7018.

BASED ON THE REQUIREMENTS OF THE POSITION, CANDIDATES CONSIDERED FOR PLACEMENT IN THIS CLASSIFICATION WILL BE SUBJECT TO A CRIMINAL BACKGROUND INVESTIGATION.

POSTING: This notice must be posted on all bulletin boards until the filing date has expired.

**** AN EQUAL OPPORTUNITY EMPLOYER ****

**Third Judicial Circuit of Michigan
Office of Human Resources**

**Classification Code: 200-003
200-003A**

Date Issued: 08/11/2015

**TITLE: CLERK III
Clerk III-Physical Exertion**

SUMMARY:

Under direct supervision, performs a variety of functions that support all operations. This position requires application of various work methods and procedures as well as familiarity with Court functions, policies and practices. Performs moderately complex clerical support duties.

ESSENTIAL FUNCTIONS:

1. Retrieves, opens, distributes and processes correspondence and files.
2. Types routine and standardized forms.
3. Screens phone calls and visitors, forwards calls or takes messages, greets visitors and provides information to employees and the public.
4. Performs routine sorting and filing of correspondence, records and reports.
5. Receives and processes files, records, reports and other legal documents following established procedures.
6. Conducts searches and retrieves files, records, reports and other legal documents from the filing system. Prepares documents and files for storage.
7. Operates computers, copy machines and other office equipment.
8. Performs basic word processing functions, including proofreading and checking work for accuracy.
9. Maintains records in databases, spreadsheets and logs.
10. Performs duties required for Clerk I and Clerk II, as needed.
11. Performs related duties as required.

QUALIFICATIONS:

- High school graduation or its equivalent.

- Two years of successful clerical experience.
- Experience in using MS Office Suite and relevant Court software and systems.
- Working Knowledge of Court processes and procedures.
- Ability to ask and answer questions and to explain Court procedures to attorneys and members of the public in a courteous and professional manner.
- Ability to apply general rules to specific problems to produce positive results.
- Ability to operate office equipment.
- Ability to establish and maintain effective working relationships with coworkers, employees, officials and external contacts.
- Ability to communicate effectively, both verbally and in writing.
- Ability to understand and carry out verbal and written instructions and to request clarification when needed.
- Ability to lift 25 pounds **(Classification code 200-003A)**

LICENSES, CERTIFICATIONS OR SPECIAL REQUIREMENTS:

- Based on the requirements of the position, candidates considered for placement in this classification will be subject to a Criminal Background Investigation.

The above statements describe the general nature and level of work performed by employees assigned to the class. Incumbents may be required to perform job-related responsibilities and tasks other than those stated in this description. Specific job duties vary from position to position.

Notes

04/10/2014 Qualifications updated requiring ability to lift 25 pounds for classification code 200-003A.
08/11/2015 Licenses, Certifications or Special Requirements section updated.